[Insert Organisation name

Organisation address]

Minister for Agriculture

c/- Animal Welfare Victoria, Domestic Animal Services  
475 Mickleham Road  
Attwood VIC 3049

|  |  |
| --- | --- |
|  |  |

Dear Minister

**DECLARED BIRD ORGANISATION UNDER THE *DOMESTIC ANIMALS ACT 1994***

I write to request that [insert **ORGANISATION]** be a declared bird organisation under section 58T of the *Domestic Animals Act 1994* (the Act).

As per the requirements in the Act, our organisation represents members with an interest in birds and bird keeping, the promotion of aviculture, and the wellbeing of birds whether in captivity or in the wild. Please find a copy of our [**charter/CLUB objectives/constitution**] attached.

Further, I enclose evidence (e.g.: membership rules; conditions on sellers; bird club sale procedures requiring the sale supervisor to report any potential breaches to relevant authorities) that [insert **ORGANISATION]** has the processes in place to satisfy you, in accordance with 58T(1)(c) of the Act, that we educate our members about, and ensure that our members comply with, the:  
  
[MARK BELOW THAT WHICH APPLIES WITH ‘X’]  
  
[ ] Code of Practice for the Housing of Caged Birds (made pursuant to section 7 of the *Prevention of Cruelty to Animals Act 1986*)

*OR*

[ ] (insert title of Code of Practice for approval) another code that has previously been approved by the Minister for Agriculture

*OR*

[ ] (insert title of Code of Practice for approval) for approval by the Minister for Agriculture

Other required details are as follows:

|  |  |
| --- | --- |
| **Legal name of organisation:** |  |
| **Australian Business Number:** |  |
| **Address:** |  |
| **Website:** |  |
| **Key contact:** |  |
| **Bird species (one or multiple):** |  |
| **Current number of members:** |  |
| **Average number of sale events per year:** |  |

Thank you for your consideration. I look forward to hearing the outcome of this request.

Kind Regards,

Name

Position

[insert **DATE**]